TO: Interested Stakeholders

FROM: Governor Jay Inslee

DATE: May 13, 2020

SUBJECT: Resuming Professional Services – Proclamation 20-25

This memorandum serves as the criteria for resuming Professional Services under Phase 2 and is effective as of May 13, 2020.

After consulting with stakeholders, we have developed the comprehensive Phase 2 – Professional Services COVID-19 Requirements. These requirements apply as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

This memorandum supersedes any conflicting provision in the Appendix to Proclamation 20-25, “Essential Critical Infrastructure Workers” and stands in the place of any other omission from the document.

For purposes of this memorandum, “professional services” includes:

- Accountants, attorneys, architects, engineers, financial advisors, information technologists, insurance agents, tax preparers; and
- Other office-based occupations that typically serve a client base.

Professional-service operations include those that were previously authorized, like services necessary to assist in compliance with legally mandated activities and those related to critical sector services. Professional-service operations also include those that are newly authorized.

Newly authorized professional-service operations may operate immediately if they can meet and maintain all requirements, including providing materials, schedules and equipment needed to comply. Previously authorized professional-service operations must implement all requirements under Phase 2 – Professional Services by May 27, 2020.

• **General questions about how to comply with safety practices** can be submitted to the state’s Business Response Center at [https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5](https://app.smartsheet.com/b/form/2562f1caf5814c46a6bf163762263aa5).